



COMMUNITY COORDINATOR

Thank you for your interest in the post of **Community Coordinator** at Manchester International Festival; this is a new post for MIF and one that will be critical in helping us to form deeper and more impactful relationships with our local communities. If you're as excited about this as we are then we can't wait to hear from you!

To apply for the role, please complete the application form telling us what excites you about the opportunity of this role at MIF and what qualities, skills and experience you could bring.

Please send your application FAO David Fox to recruitment@mif.co.uk – marking **COCO17** in the subject field.

The closing date for applications is **9am on Wednesday 16th November 2016**.

Interviews are expected to take place the week commencing **21st November 2016**.

We'll get in touch with all short-listed candidates by phone or email. As we receive so many applications we're unfortunately unable to reply to each one individually, therefore, if you have not been contacted by 1 December please assume that your application has not been successful on this occasion.

Thanks once again for your interest in Manchester International Festival; we look forward to receiving your application.

Yours sincerely

David Fox
Head of Administration

JOB DESCRIPTION

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| Job Title: | Community Coordinator |
| Reporting to: | Creative Learning Director |
| Working closely with: | Creative Learning Manager, Producer |
| Responsible for: | Project specific freelancers and volunteers |

Main Purpose of the Post

To coordinate and help drive new, year-round local engagement for MIF, acting as a key inspirer and coordinator of Festival-related creative activity in local neighbourhoods; the main point of contact for members of our evolving creative community and network, and a font of great ideas, information and insight into how MIF can better support and engage our local communities into the future.

This is a new post for MIF recruited in tandem with our new Community Producer, with whom you'll be expected to collaborate very closely. The work builds on and evolves MIF's previous participatory work: MIF Creative and MIF Learning.

Responsibilities

The main responsibilities will be:

Community Coordination

- To manage the development and support of a city-wide community of individuals interested in getting closer to the Festival's work for their own, and their community's, creative engagement with MIF
- To support the Creative Learning Director and the Participation Producer to develop a programme of year-round events and activities to engage and inform the group in the work of the Festival
- To identify and meet with new individuals and groups across the city to introduce MIF's local work and support engagement
- To monitor the profile of the evolving community and take action to ensure wide reach across city geography and population and in line with MIF's diversity plan
- To establish and work closely with members of a local community panel on monitoring, review and development of the work

Communication

- To coordinate and lead on online and other communication with the community
- To create inspiring ideas to keep the community informed and engaged with MIF's work and to elevate MIF's local impact for creative communities
- To listen to local feedback on MIF and work with the wider MIF team to create responses to local ideas, needs and barriers to engagement
- To develop communication plans and strategies to encourage multi-directional communication across the community
- To work with MIF's Digital Producer and community members to support digital content development;
- To communicate information about the work internally at MIF and externally to partners, funders, networks and other interested parties
- To work closely with other MIF's teams to provide them with requisite information
- To attend team meetings and other meetings as required
- To provide regular updates to the Creative Learning Director and Artistic Director

Programme Management

- To work with the Creative Learning Director and other members of the Creative Learning team to develop ideas, events and activities to engage local communities both in city centre and in local neighbourhoods;
- To research and develop potential projects, activities, events and ideas
- To develop written documentation including briefs, contracts, communications, websites
- To manage contracts as required

Relationship management

- To build effective relationships with individuals and groups across the city
- To build and manage relationships with a range of design and delivery partners e.g. community and arts partners, individuals, venues, artists and producer teams
- To keep up to date with third-sector, voluntary and community context and information in Manchester
- To build and maintain relationships with other key stakeholders and funders.

Financial

- To manage programme, access, activity and event budgets as agreed with the Creative Learning Director;
- To work within the Festival's agreed finance and accountancy procedures.
- To contribute to the company's fundraising operation, by drawing up outline project proposals for events and commissions for which the Community Coordinator is responsible.

Monitoring and evaluation

- To develop and maintain monitoring and evaluation frameworks to ensure that the community network and its activities and events are properly recorded and evaluated
- To ensure regular data collection and analysis to ensure the programme is on track to meet aims and objectives

Staffing

- To manage any volunteer or temporary staff that may be required

Other

- To abide by Festival policies on safeguarding, equal opportunities, volunteering, Health & Safety, evaluation & monitoring
- Any other duties that are commensurate with the post

PERSON SPECIFICATION

We are looking for a dynamic communicator, connector and project manager with a broad interest in the commissioning, development, production and management of creative community networks and arts programmes.

Essential

- Experience in developing and coordinating community projects, ideally in an arts context however we are open to considering equivalent, non-arts experience where the skills are transferable
- Genuine passion for community engagement and community-led design with the enthusiasm, ideas and experience to match
- Ability to communicate and drive vibrant conversation on a variety of online platforms

- Experience and strong enthusiasm for working with diverse communities and/or arts and culture from a diversity of communities
- Experience of managing budgets and contracts
- Experience of monitoring and evaluating impact of cultural or community activities
- Experience of managing staff or volunteers
- Excellent presentation and communication skills
- Ability to work with a range of individuals, community and funding partners from different sectors
- Ability to work effectively within a team and to lead, manage and motivate staff and artists to achieve outstanding results
- Ability to research, analyse, use and present information from a range of different sources and in a range of styles;
- Ability to manage multiple priorities and meet deadlines
- IT skills including ability to use Excel and Word and to quickly learn how to use other IT systems appropriate to the organisation (examples include Dropbox and Artifax as a project/contract tracking tool)
- Knowledge of, and enthusiasm for, the arts and connecting communities through creative activity
- Enthusiasm for digital ideas and ways of communicating or creating
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job

Desirable

- Language skills relevant to Manchester's diverse communities
- Knowledge of Manchester and its communities

TERMS AND CONDITIONS

- Location: Central Manchester
- Salary: £25,000 PA (based on experience)
- Contract: Full time for 3 years (subject to confirmation of funding in years 2 and 3)
- Hours: 37.5 per week
- Annual leave entitlement is 25 days a year pro rata plus public holidays
- Contributory pension scheme matched up to 5% of salary
- There will be a three month probationary period for this position.

ADDITIONAL INFORMATION: BACKGROUND TO MIF

Manchester International Festival (MIF) is the world's first festival of original, new work and special events and takes place biennially, in Manchester, UK. The Festival launched in 2007 as an artist-led, commissioning Festival presenting new works from across the spectrum of performing arts, visual arts and popular culture.

Some highlights of the first four Festivals include premieres of **Steve McQueen's** commemoration of fallen British soldiers, *Queen and Country*; **Damon Albarn**, **Jamie Hewlett** and **Chen Shi-Zheng's** Chinese opera *Monkey: Journey to the West*; group art event *Il Tempo del Postino* - featuring work by **Matthew Barney**, **Tacita Dean** and **Tino Sehgal**; **Zaha Hadid Architects'** new space for the music of **Bach**; **Björk's** three-week *Biophilia* residency; director **Robert Wilson's** *The Life and Death of Marina Abramović*, starring **Abramović**, **Willem Dafoe** and **Antony**; **The xx** performing in a hidden city centre space for audiences of just 60 and **Kenneth Branagh's** *Macbeth*.

In 2015 highlights included the Alice in Wonderland inspired *wonder.land* with music by **Damon Albarn**, book and lyrics by **Moira Buffini**, directed by **Rufus Norris**; and **contemporary-ballet** *Tree of Codes* a spellbinding collaboration between **Wayne McGregor**, **Olafur Eliasson** and **Jamie xx** that featured dancers for **Company Wayne McGregor** and **Paris Opera Ballet**; **Gerhard Richter** and **Arvo Pärt** dedicating work to each other for *Richter/Pärt* and **FKA twigs'** *Soundtrack 7* residency where audiences observed the artist's creative process at close quarters.

The next edition of MIF will take place from **29th June to 16th July 2017** and will be the first edition of the Festival under the artistic leadership of John McGrath, who joined as Artistic Director in September 2015. With John at the helm, MIF will continue to be an artist-led, commissioning festival working with some of the world's leading artists and creative minds, and MIF17 will once again deliver an extraordinary range of original performances, exhibitions and events over 18 days in June and July. In addition, we will see new developments in the areas of: **digital** (making more of MIF's work accessible and interactive online - extending our local, national and international presence and reach); **the public realm** (with more of MIF's work taking place in the city's streets, parks and squares so that it is visible and accessible to all) and, importantly for this new role; **community** (with new programmes of activity to create deeper roots and impact across our local communities).

The Festival works with co-commissioning partners around the world to create and present new productions, partnerships which not only help make these new commissions possible but also extend the audiences and lifespan of the shows. **35** MIF shows have gone on to have a life outside the Festival, visiting Park Avenue Armory in New York, the Ruhrtriennale in Germany, the Abu Dhabi Music & Arts Festival, Brooklyn Academy of Music, the Festival d'Automne in Paris, Spoleto Festival dei 2Mondi in Italy and many more.

In addition to income from co-commissioners and ticket sales, MIF receives support from private sponsorship, individuals and trusts and foundations. This money is raised by building on the solid support MIF enjoys from Manchester City Council and Arts Council England, our principal public funders.

'Few cultural events have established themselves with such clarity and self-confidence as the Manchester International Festival... MIF has quickly taught audiences to expect the unexpected. **Peter Aspden, The Financial Times, July 2015**